










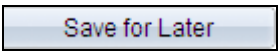

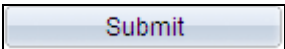

## Manager: Enter Time on Behalf of Employee (FMLA)

Step	Action
1.	<p>Navigate to this website to begin: <a href="http://www.in.gov/spd/instep">www.in.gov/spd/instep</a> (<a href="http://www.in.gov/spd/instep">http://www.in.gov/spd/instep</a>)</p> <p>Enter your <b>User ID</b> and <b>Password</b> into the appropriate field.</p> <p>A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p> <p>Press <b>[Enter]</b>.</p>
2.	<p>Click the <b>Human Resources</b> link. A new page or tab will populate.</p> <p><a href="#">Human Resources</a></p>
3.	<p>Click the <b>Main Menu</b> link.</p> <p><a href="#">Main Menu</a></p>
4.	Point to the <b>Manager Self Service</b> menu.
5.	Point to the <b>Time Management</b> menu.
6.	Point to the <b>Report Time</b> menu.
7.	<p>Click the <b>Timesheet</b> button.</p> <p><a href="#">Timesheet</a></p>
8.	<p>Click the <b>Get Employees</b> button.</p> <p><a href="#">Get Employees</a></p>
9.	<p>You will now see the employees who directly report to you.</p> <p>If you wish to enter time for a different pay period, you may change the <b>Date</b> field and click the green <b>Refresh</b> button.</p>
10.	<p>Locate the employee for whom you need to submit time and click on their name.</p> <p>For this example, we will click the <b>David Sluss</b> link.</p> <p><a href="#">Sluss,David Lawrence</a></p>
11.	<p>Enter the hours worked or leave time taken for each day in the corresponding box. A separate row is required for each different type of leave and for regular hours worked.</p>



Step	Action
12.	<p>Review the proper <b>Time Reporting Code</b> available for each day of the work schedule.</p> <p>Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>If available, sick leave must be used for an FML absence due to a serious health condition of the employee or his/her spouse, child, or parent before any vacation or personal leave can be used.</p> <p>If no accrued leave is available, or employee chooses not to use vacation or personal leave, then choose the Time Reporting Code of "AWLP-Authorized Leave Without Pay."</p> <p>If the FML absence consecutively covers the entire calendar week in which a Holiday is observed, then FML will also be charged concurrently with that Holiday.</p>
13.	<p>Click the <b>Time Reporting Code</b> list.</p> 
14.	<p>Choose the proper <b>Time Reporting Code</b> for each day the employee was scheduled to work in accordance with the requirements mentioned in Step 12 of this job aid.</p> <p>For this example, click the <b>REG - Regular Work Hours</b> list item.</p> 
15.	Click the scrollbar and move to the right side of the <b>Time Reporting Code</b> .
16.	<p>A separate row is required for each different type of leave and for regular hours worked.</p> <p>Click the <b>Add Row</b> button if you need more rows to document the employee's hours worked or accrued leave taken during the pay period.</p> 
17.	Enter the hours worked or leave time taken for each day in the corresponding box.
18.	<p><b>NOTE:</b> Employees eligible for premium overtime with a balance of compensatory time shall be required to use such comp time concurrently with any FML absence prior to the use of any accrued benefit leave (sick, vacation or personal leave).</p> <p>Click the <b>Time Reporting Code</b> list.</p> 



Step	Action
19.	Choose the applicable leave. For this example, we will click the <b>SICK - Sick Time</b> list item. 
20.	Click the scrollbar.
21.	Click the <b>FMLA Request</b> list. 
22.	<b>NOTE:</b> FML request approved prior to the electronic implementation will default to 000.  Approvals granted after 8/19/2012 using the PS/FMLA module will be issued a Request ID (e.g. 001, 002, 003), which will appear as choices in this box.  For this example, click the <b>000 FMLA Request ID</b> . 
23.	Note: If you enter any lines in error, you may use the <b>Minus</b> icon to delete the row.
24.	Click the scrollbar.
25.	Now you will need to continue to add your employee's time worked or leave taken for each day of the week.  <b>NOTE:</b> Once you have completed your employee's time entry, you should do both of the following to complete time submission:  1. <b>Save</b> using the <b>Save for Later</b> button. 2. <b>Submit</b> your time using the <b>Submit</b> button.
26.	Click the <b>Save for Later</b> button. 
27.	Click the <b>Yes</b> button. 
28.	Review to be sure you have accurately entered the number of hours (work or leave) and <b>Time Reporting Codes</b> and <b>FMLA Request ID</b> on the correct rows for the entire pay period.
29.	Click the <b>Submit</b> button. 
30.	Click the <b>OK</b> button. 



## Job Aid



---

Step	Action
31.	Click the <b>Sign out</b> link. <a href="#">Sign out</a>
32.	<b>End of Procedure.</b>